



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

February 17, 2000

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-53

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Mardi Gras Holiday Processing Schedule

In view of Tuesday, March 7, 2000, being a holiday, the payroll processing schedule for pay period 02/21/2000 through 03/05/2000 will be backed up on Monday, March 6, 2000. It is mandatory that the systems be closed at 11:30 a.m. in order to process calc and related activities. Please adhere to the following schedule for payroll processing purposes:

1. The deadline for Interface agency transactions will be 10:00 a.m., Monday, March 6, 2000.
2. The On-Line Time Entry and Master Record Access System deadlines will be 9:00 a.m. for timekeepers and 11:30 a.m. headquarters staff on Monday, March 6, 2000.
3. OSUP staff will transmit direct deposit data via ACH on Wednesday, March 8, 2000 which will assure funds are available for payday March 10, 2000.
4. Employee checks should be mailed out Wednesday, March 8, 2000, via US Postal Service. EFT statements should be mailed out Thursday, March 9, 2000.
5. Terminated employee and Client/Resident employee checks should be available to local agencies to pick up at OSUP(Capitol Annex) by 10:00 a.m., Wednesday, March 8, 2000. Out-of-town agencies should receive these checks via United Parcel Service (UPS) before 4:00 p.m., Thursday, March 9, 2000.
6. Out-of-town agencies should receive their payroll reports via United Parcel Service (UPS) by 4:00 p.m., Thursday, March 9, 2000. If there is a delay in distribution of the payroll reports, they will be available for viewing in BUNDL on Tuesday, March 7, 2000 as usual.
7. The On-Line Time Entry and Master Records Access System will be available Wednesday afternoon, March 8, 2000, for entry of 03/06/2000 through 03/19/2000 payroll.
8. Agency Requested Payables will be processed and distributed per normal deadlines.

If you have any questions regarding the above processing schedules, please call the UPS Help Desk at (225) 342-8928.

RSM:REN:kmb